

Minutes of the Regular Board Meeting for the  
Scotia Community Services District  
Tuesday August 19th, 2025, at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 5:30 PM**

Paul Newmaker, President– Present

Delia Ansted, Director – Present

Nina Sellen, Director – Present

Susan Pryor Board Vice President- Present

Andrew Perkins- Present

Steve Coppini General Manager, Amber Sandum Board Clerk, Amanda Urhammer District Legal Counsel,

Public Members- Steve Deike

**B. SETTING OF THE AGENDA**

No Changes

**C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes – Special Meeting July 7th, 2025
2. Approval of Previous Meeting Minutes-Regular Meeting July 15<sup>th</sup>, 2025
3. Approval of RCB Check Registers- July 1-31, 2025
4. Approval of Umpqua Check Registers July 1-31, 2025
4. Approval of RCB Mastercard Statement – June Statement
5. Approval of Umpqua Visa Statement- July Statement

**Motion:** To Approve Consent Calendar

**Motion:** Pryor **Second:** Sellen

**Motion Vote:** Ayes Newmaker, Pryor, Sellen, Ansted, Perkins **Opposed:** None **Absent:** none **Abstain:** None

No Public Comment

**Motion Carries**

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION – No Public Comment or Written Communication**

**E. CLOSED SESSION-NONE**

**F. PUBLIC HEARING – None**

**G. BUSINESS**

**1. New Business**

- a. Adopt Resolution 2025-2 Granting easement to The Town of Scotia, LLC for Lots 23 and 24, a 30-foot-wide non-exclusive easement and right of way across a portion of Grantor's real property for the purpose of ingress, egress, and public utilities as described in Exhibit A and Exhibit B and authorize execution or provide direction to staff.

General Manager introduced staff report through some oversight it was discovered that the CSD owns interest in the road to Mill A. Granting an easement to The Town of Scotia is needed to access the property known as Lot 23 and Lot 24, essentially Mill A, and an easement is needed to move forward with Phase 4. These are corrections that need to be made.

Director Ansted asked how long an easement will last?

Legal Counsel Amanda stated that easements run with the land not with the owner

Board Discussed

No Public Comment

**Motion:** Adopt Resolution 2025-2 Granting easement to The Town of Scotia, LLC for Lots 23 and 24, a 30-foot-wide non-exclusive easement and right of way across a portion of Grantor's real property for the purpose of ingress, egress, and public utilities as described in Exhibit A and Exhibit B and authorize execution or provide direction to staff.

**Motion:** Sellen Second: Newmaker

**Motion Vote:** Newmaker, Pryor, Sellen Perkins, Ansted **Opposed:** none **Absent:** none **Abstain:** None

**Motion Carries**

- b. Review Boundary Correction Deed for portion of Assessor Parcel Number 205-421-013 and authorize execution by Town of Scotia, LLC

General Manager explained there was an oversight and the correction is needed to proceed with adjustments. The adjustment is down Williams St basically is correcting the lot line at the Log Pond from the top of the dike to the curb.

Steve Deike said this is needed to avoid any future issues

Board Discussed

No Public Comment

**Motion:** to Authorize Town of Scotia, LLC to execute the document

**Motion:** Sellen **Second:** Pryor

**Motion Vote:** Ansted, Perkins, Newmaker, Pryor, Sellen **Opposed:** None **Abstain:** None

**Motion Carries**

**Old Business – None**

**H. REPORTS –**

1. **President's Report:** glad to see The District is making progress
2. **Board Director Reports:** Nothing to report
3. **General Manager's Report:**

**Winema Theater-** Continuing working on the Theater, Kelly Odonald is currently working on the exterior door

**Dog Park-** Fence is put in. Planted some grass seed. Might have too mulch possibly. Will plant more seeds in the spring.

4. **Board Clerk's Report:** Unfortunately, we had to go with a new billing Vendor. The previous company that bought the billing company that we previously had did not work out. The experience has been total nightmare. Tomorrow will be first billing with the new Company Current. Experience has been great so far. Overall it should be better for Customers and Staff.

5. **District Legal Counsel's Report:** Nothing to report

6. **Engineer's Report:** Nothing to report

**I. BOARD TRAINING:** None

**J. ADJOURNMENT at 5:49 PM**

Approved:



Paul Newmaker, President


Board of Directors

Scotia Community Services District

Date

9/16/2025

Attest:



Board Clerk Scotia Community

Services District

Date

9/16/2025

